

U.S. GOVERNMENT PRINTING OFFICE
Washington, DC
GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of
PUBLIC USE DATA TAPE DOCUMENTATION (PUDTD)
AND
INSTRUCTION MANUALS (IM)

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Health and Human Services
Public Health Service

Single Award

The term of this contract is for the period

beginning **October 1, 2000** and ending **September 30, 2001**

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **August 22, 2000**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, DC 20404-0001. **Facsimile bids in response to this solicitation are permitted.** Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalents. At a future date, metric measurements will be used exclusively in all specifications.

ABSTRACTS OF CONTRACT PRICES: Are available on our website at www.access.gpo.gov/procurement/abstracts/central/

FOR INFORMATION OF A TECHNICAL NATURE: Call Mr. Duke Spence (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (Rev. 4-96)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/Negatives
P-9. Solid and Screen Tint Color Match	Pantone Matching System

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a preaward survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2000 through September 30, 2001**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be

otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of two individual, separate cover publications requiring such operations as film making, printing, binding, packing and delivery.

TITLE: 1) Public Use Data Tape Documentation (PUDTD).
2) Instruction Manuals (IM).

FREQUENCY OF ORDERS: PUDTD - Approximately 5 to 15 orders per year.
IM - Approximately 1 to 10 orders per year.

Five orders (all orders for one publication or any combination of the two publications) may be placed in a single day; up to 12 orders may be placed in one month; there may be some months when no orders are placed.

QUANTITY:

PUDTD - Approximately 40 to 260 copies per order. Majority of orders will require 150 copies or less per order.

IM - Approximately 100 to 600 copies per order.

NUMBER OF PAGES:

PUDTD - Approximately 44 to 700 pages per order.

IM - Approximately 24 to 300 pages per order.

TRIM SIZE: PUDTD and IM -- 216 x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Camera copy consisting of text matter, line art, and/or reprint copy to be reproduced at various focuses.

Occasionally negatives may be furnished.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "GOVERNMENT TO FURNISH", necessary to produce the product(s) in accordance with these specifications.

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side. The films delivered to the Government must be the final films used for printing. They must be suitable for making press plates for subsequent reprinting without any retouching, opaquing, surprinting, or any other hand or camera work.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February, 1999.

Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s).

All text paper used in each copy must be of a uniform shade.

The color of cover paper to be used will be indicated on each print order. All cover paper must have the grain parallel to the spine.

Text: White Offset Book, grammage 90/m² (basis weight: 60 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A60.

Cover: White and Colored Vellum-Finish Cover, grammage 175 g/m² (basis weight: 65 lbs. per 500 sheets, 20 x 26"), equal to JCP Code L20. It is anticipated that approximately 50% of the orders will print on white cover stock and the remainder will print on colored cover stock.

PRINTING:

(PUDTD and IM) - Print text head-to-head and/or head-to-foot with broad side pages, in black ink.

PUDTD -- Print covers 1 through 4, or any combination thereof, in black ink or a single ink color. Approximately 95% of the orders will require the printing of covers 1 and 4 only.

IM -- Print covers 1 through 4, or any combination thereof, in black ink or a single ink color. Approximately 95% of the orders will require the printing of covers 1, 2 and 4 only.

Match Pantone number as indicated on the print order.

MARGINS: Margins will be as indicated on the print order or furnished copy.

BINDING:

Bind as indicated on the print order. Various binding styles will be ordered as follows:

Trim four sides with a two-piece cover.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfect-bind text and wraparound cover; trim three sides.

Approximately 75 to 80% of the orders will require drilling. When required, drill text and cover with three 10 mm (3/8") diameter holes centered on the 279 mm (11") side, 108 mm (4-1/4") center to center. Center of holes to be 10 mm (3/8") from left edge of product unless otherwise indicated.

PACKING:

Shipping containers shall have a minimum bursting strength of 1 800 kPa (275 pounds per square inch) or a minimum edge crush test (ECT) of 7 700 N per m width (44 pounds per inch width).

Pack in shipping containers.

Pallets are required.

Loose-leaf products, band in units of one copy each with a strip of heavy kraft paper, 76 mm (3") in width, around the short dimension.

When ordered, shrink-film wrap in units of one.

DO NOT INTERMIX PUBLICATIONS WITHIN SHIPPING CONTAINERS.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Books Number Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to NCHS, Presidential Building, Room 1026, 6525 Belcrest Road, Hyattsville, Maryland 20782, to the attention of Patty Wilson or Joan Burton.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver PUDTD copies f.o.b. destination to approximately four addresses within the commercial zone of Washington, DC.

Deliver approximately 300 to 600 IM copies f.o.b. destination to Research Triangle Park, North Carolina; balance of copies deliver f.o.b. destination to approximately three addresses within the commercial zone of Washington, DC.

Complete addresses and quantities will be furnished with the print orders. Inside delivery to room number specified is required.

Upon completion of each order, all furnished material, films made by the contractor, and two sample copies must be returned to the address listed under "SCHEDULE".

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

One copy of contractor's itemized billing voucher must be sent to the following address within 10 workdays after the ship/delivery date: U.S. Government Printing Office, North Capitol & H Streets, N.W., Term Contracts Section B, Stop PPC, Room A-843, Washington, D.C. 20401, Attn: Duke Spence. The original voucher must be sent to the Comptroller, FMCE, U.S. Government Printing Office.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and delivered to: Presidential Building, 6525 Belcrest Road, Room 1026, Hyattsville, MD 20782, Attn: Joan Burton or Patty Wilson.

No definite schedule for pickup of material can be predetermined. The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Complete production and deliveries must be made within 10 workdays.

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destinations specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "**SCHEDULE OF PRICES**".

	(1)	(2)
I. (a)	12	25
(b)	168	672
(c)	536	536
(d)	2,536	4,264

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 100 will be prorated at the per 100 rate. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text.

A charge will be allowed for each page, whether printed or blank.

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100Copies</u> (2)
(a) Complete cover...per complete cover.....	\$_____	\$_____
(b) Saddle-stitched: Printing in a single ink color, including binding.....per page.....	\$_____	\$_____
(c) Perfect-bound: Printing in a single ink color, including binding..... per page.....	\$_____	\$_____
(d) Loose-leaf Product: Printing in a single ink color, including binding..... per page.....	\$_____	\$_____

(Initials)

INSTRUCTIONS FOR BID SUBMISSION: Fill out "**SECTION 4.- SCHEDULE OF PRICES**", initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "Schedule of Prices" with two copies of the GPO Form 910, "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "Schedule of Prices" will prevail.

Bidder_____

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)